



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENNOTE 5420
ITC251A
17 May 2001

SPAWARINFOTECHCEN NOTICE 5420

Subj: NOTIFICATION OF ASSIGNMENT TO COLLATERAL DUTIES, BOARDS, COURTS, COMMITTEES, AND COUNCILS

Encl: (1) Collateral Duties, Boards, Courts, Councils, and Committees Listing
(2) Format For Changes To The Collateral Duty Notice

1. Purpose. To issue a Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN) list of assignments to collateral duties, boards, courts, committees, and councils.

2. Action

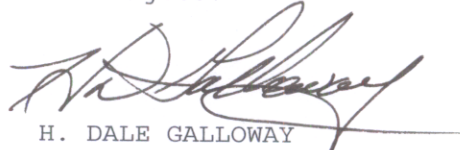
a. The department directors will review assignments to personnel and submit changes in writing to Administration (ITC251A).

b. Personnel assigned duties in enclosure (1) will familiarize themselves with the appropriate directives listed and comply with the provisions of those directives in performing their duties. Personnel assigned collateral duties will attend all scheduled meetings or provide a substitute. Any circumstances which preclude regular attendance of a member will be reported to the immediate supervisor, who will identify a suitable replacement.

c. When the incumbent of a collateral duty/board member is relieved, their relief will assume the assigned duties unless otherwise directed. Personnel will ensure their relief is familiar with all aspects of the collateral duty.

d. A memorandum in the format of enclosure (2) shall be E-mailed to Administration (ITC251A) for any changes, additions, or deletions as they occur.

3. Cancellation Contingency. This notice will remain in effect until issuance of a new notice bearing the same subject.



H. DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1)
Lists A, B, C, D, and E
All SPAWARINFOTECHCEN personnel listed in enclosure (1)

17 May 2001

COLLATERAL DUTIES, BOARDS COURTS, COUNCILS,
AND COMMITTEES LISTING

COLLATERAL DUTYREFERENCES

AUTOMATED DATA PROCESSING
(ADP) EMERGENCY COORDINATORS
Mr. L. Cannon

SECNAVINST 5211.5D
SECNAVINST 5239.3
OPNAVINST 5239.1B

BACHELOR ENLISTED QUARTER (BEQ)/ADVISORY
Senior Military-in-Charge

NAVSUPPACTNRLNSINST
11101.15H

COMMITTEE REPRESENTATIVE
Senior Military-in-Charge (Primary)
(Alternate)

BENEFICIAL SUGGESTIONS COORDINATOR
Senior Military-in-Charge

OPNAVINST 1650.8C

BLOOD DONOR COORDINATOR
Ms. D. Mitchell

OPNAVINST 6530.4A

BUS DRIVERS
Senior Military-in-Charge

NAVSUPPACTNRLNSINST
11200.1J

COMMAND ASSESSMENT TEAM
Senior Military-in-Charge

OPNAVINST 5354.1E
COMNAVRESFORINST
5354.1E

COMMAND CAREER COUNSELOR
YN1 R. Nord (Primary)
Senior Military-in-Charge (Alternate)

OPNAVINST 1040.8D

COMMAND CIVILIAN AWARDS BOARD
Mr. K. Brazley, Coordinator
Directorates

COMMAND CRIMINAL INVESTIGATOR
Mr. R. Scheurmann

OPNAVINST 5580.1A

COMMAND INDOCTRINATION PROGRAM
YN1 R. Nord

OPNAVINST 5351.2

COMMAND SENIOR ENLISTED ADVISOR
Senior Military-in-Charge

OPNAVINST 1740.3A

COMMAND MANAGED EQUAL OPPORTUNITY
OFFICER
Senior Military-in-Charge

OPNAVINST 5354.5

Enclosure (1)

17 May 2001

COMMAND MILITARY AWARDS BOARD

All Officers

All CPOs

SECNAVINST 1650.1F

COMMAND RETENTION TEAM

Senior Military-in-Charge

Retention Team Manual
NAVPERS 15878H and
Career Information
Program Management (CIPM)
NAVEDTRA 10238-A

COMMAND TRAINING OFFICER

Ms. D. Fogarty

OPNAVINST 5354.1E
HRONOLAINST 12410.10

COMMAND TRAINING TEAM

LCDR T. Kinney

Senior Military-in-Charge

OPNAVINST 5354.1E
COMNAVRESFORINST 5354.1E

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Mr. R. Peterson

Ms. G. Fried

Ms. D. Groomes

Ms. E. Foster

NAVSUPINST 4205.3A
NAVRESINFOSOFFINST
4330.2

DISASTER PREPAREDNESS CONTROL AND PLANS
OFFICER

Mr. E. Hamilton

SPAWARINFOTECHCENINST
3440.1 (pending)

DISASTER PREPAREDNESS TEAM

Mr. E. Hamilton

Ms. D. Mitchell

Ms. A. Benton

Mr. I. Edwards

Mr. M. Brown

Mr. R. Scheuermann

DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)

Completed by COMNAVRESFOR

OPNAVINST 5350.4C
COMNAVRESFORINST
5350.4E

DRUG FREE WORKPLACE COORDINATOR

Ms. D. Fogarty

HRO New Orleans ltr
12000, Code 05 of
27 Mar 97
HRO Directory, CPI 713

EEO SPECIAL EMPHASIS ADVISORY COMMITTEE

Mr. K. Brazley Chairman

Ms. M. Hawkins Federal Women's Program Manager

Mr. E. Houston African American Program Manager

Mr. D. Leinhardt Handicapped Employment Program Manager

Hispanic Employment Program Manager

Vacant Asiatic/Pacific Employment Program Manager

Vacant Federal Executive Board and Federal

Employed Women's Coordinator

17 May 2001

EEO SPECIAL EMPHASIS ADVISORY COMMITTEE
MEMBERS AND ASSISTANTS

Ms. C. Brown
Ms. R. Schief
Ms. L. Bienemy
Ms. T. Claverie
Ms. I. Fraise
Ms. L. Johnson

ENERGY CONSERVATION AND ACTIVITY
ENERGY MONITOR
SK2 R. Dillard

OPNAVINST 4100.5D

ENVIRONMENTAL PROTECTION AND NATURAL
RESOURCES PROGRAM MANAGER
Mr. K. Wagar

OPNAVINST 5090.1B

ETHICS DESIGNEE
(Financial disclosure statements)
Mr. R. Johansmeier

DoD Directive 5500.7R

EXCEPTIONAL FAMILY MEMBER REPRESENTATIVE
Senior Military-in-Charge

OPNAVINST 1754.2A

FAIR WINDS CLUB ADVISORY BOARD
Senior Military-in-Charge

Quarterly Meetings, 1st
month of each quarter,
2nd Wednesday,
NAVSUPPACT conference
room, building 8

FAMILY ADVOCACY PROGRAM
Senior Military-in-Charge

OPNAVINST 1752.2A

FAMILY OMBUDSMAN
Senior Military-in-Charge

OPNAVINST 1750.1D

FINANCIAL SPECIALISTS
Senior Military-in-Charge

OPNAVINST 1740.5
OPNAVINST 1754.1A
OPNAVINST 1754.2A

FIRE WARDEN
Mr. I. Edwards

SPAWARINFOTECHCENINST
11320.1 (pending)

FORMAL SURVEY BOARD
Mr. R. Scheuermann
Mr. J. Passero

NAVSUPMAN, Vol 2
Appointed by the
Director

FRAUD, WASTE, AND ABUSE OFFICER
Mr. E. Hamilton

SECNAVINST 5430.92A

FREEDOM OF INFORMATION ACT COORDINATOR
Ms. M. Cowart

SECNAVINST 5720.42F

GOVERNMENT TRAVEL CHARGE CARD (GTCC)
Agency Program Coordinator (APC)

MS. D. Howard (Primary)
Ms. P. Emerson (Alternate)
Program Coordinator
Ms. K. Vargo

DoD Regulation 7000.14R
Vol 9

17 May 2001

HANDICAP COORDINATOR

Mr. K. Brazley

HAZARDOUS MATERIAL CONTROL PROGRAM MANAGER

Mr. L. Youngblood

OPNAVINST 5100.23E
OPNAVINST 4110.2
COMNAVRESFORINST
4100.2C

HEALTH CARE CONSUMERS COUNCIL

REPRESENTATIVE

Senior Military-in-Charge

NAVMEDCLINICINST
6320.16

HOTLINE COORDINATOR

Mr. R. Johansmeier

SECNAVINST 5370.5A

INFORMATION SYSTEM SECURITY OFFICER

Mr. L. Cannon

SECNAVINST 5239.3
OPNAVINST 5239.1A
SECNAVINST 5510.36

KEY CONTROL CUSTODIAN

Mr. E. Hamilton

OPNAVINST 5530.14C

LEGAL OFFICER

Mr. Ray Johansmeier

OPNAVINST 3120.32C

LIMITED DUTY COORDINATOR

Senior Military-in-Charge

LOCAL EXAMINING BOARD AND PROCTORS

All CPOs

MAINTENANCE REPRESENTATIVE

SK2 R. Dillard

MILITARY PERSONNEL ADVISOR

Senior Military-in-Charge

MISSING, LOST, STOLEN and
RECOVERED PROPERTY PROGRAM Manager

Mr. R. Scheuermann

SECNAVINST 5500.4G
OPNAVINST 5530.14C

MORALE, WELFARE/RECREATION LIAISON

Ms. S. Garibaldi

BUPERSINST 1710.11

NAVY COMMUNITY SERVICE PROGRAM COMMITTEE
CHAIRMAN OF FLAGSHIPS

OPNAVINST 5700.7G

Personal Excellence Partnership

Mr. Errol Houston

Youth Health & Physical Fitness

ITSN K. Dearborn

Environmental Conservation

SK2 R. Dillard

Campaign Drug Free

YN1 R. Nord

17 May 2001

Sharing Thanksgiving
Ms. Sheila Watts

PASS LIAISON REPRESENTATIVE
YN1 R. Nord

OPNAVINST 1000.23B

PERSONNEL SECURITY MANAGER
Ms. S. Keller

SECNAVINST 5510.30A

PHYSICAL FITNESS COORDINATOR
Senior Military-in-Charge (Primary)
(Alternate)
Ms. C. Brown (Civilians)

OPNAVINST 6110.1F
NAVRESINFOSYSOFFINST
12792.1

PHYSICAL SECURITY MANAGER
Mr. E. Hamilton

OPNAVINST 5530.14C

PLANNING BOARD FOR TRAINING
Senior Military-in-Charge

OPNAVINST 3120.32C

POSITION MANAGEMENT OFFICER
Mr. A. Bailey

SECNAVINST 12510.9

PREGNANT SERVICEWOMEN COUNSELOR
Senior Military-in-Charge

OPNAVINST 6000.1A

PRIVACY ACT COORDINATOR
Ms. M. Cowart

SECNAVINST 5211.5D

PUBLIC AFFAIRS OFFICER
Ms. M. LoVasco-Tolleson

SECNAVINST 5720.44A
SECNAVINST 5724.3

RESERVE LIAISON OFFICER
Mr. D. Bonar (Primary)
YN1 R. Nord (Alternate)

SAFETY MANAGER
Mr. I. Edwards

OPNAVINST 5100.23E

SAILOR OF THE QUARTER AND YEAR AWARDS BOARD
All CPOs

SAVINGS BOND COORDINATOR
Appointed by the
Command Business
Operations Director

SECNAVINST 5120.3H

SECURITY MANAGER
Mr. R. Scheuermann

TOP SECRET CONTROL OFFICER
Mr. R. Scheuermann

SECNAVINST 5510.30A

TRAFFIC SAFETY PROGRAM MANAGER
Mr. R. Scheuermann

OPNAVINST 5100.12G

VOTING OFFICER
Senior Military-in-Charge

MILPERSMAN 1742-010

WEB MASTER
Mr. M. Loria

ALNAV 084/98
SECNAV Washington DC
msg 211930Z 98

17 May 2001

FORMAT FOR CHANGES TO THE COLLATERAL DUTY NOTICE

From: (Department Head)

To: Administration Department (ITC251A)

Subj: CHANGES TO THE COLLATERAL DUTY NOTICE

1. The following is submitted for entry into subject notice.

Name: _____

Rank: _____

Collateral duty assigned: _____

Name of previous collateral duty holder: _____

Effective date of turnover: _____

References: _____

Other: _____

Enclosure (2)